

GENERAL INFORMATION AND INSTRUCTIONS

To the Applicant:

The attached application is necessary for licensure to operate within the City limits of the City of Urbana as:

ITINERANT MERCHANT:

Any person, firm or corporation who temporarily engages in business in a set location to exhibit or sell goods, wares and merchandise, but not including one who exhibits samples for future delivery.

PEDDLER:

Any person who travels from place to place, exhibiting and selling goods, wares and merchandise, or who sells same from a vehicle or conveyance (wagon, car, etc.).

CANVASSER/SOLICITOR:

Any person who travels from place to place attempting to take orders for goods, wares, merchandise or services.

In addition to the completed application, the following will be required:

NOMINATION APPOINTING CITY CLERK AS AGENT TO RECEIVE PROCESS

You will be required to sign the attached "Nomination Appointment City Clerk as Agent to Receive Process." This document nominates and appoints the City Clerk as agent with full power and authority to acknowledge service of process for and on your behalf with respect to any matters connected with or arising out of the business transacted under the license for which you are making application.

CREDENTIALS AUTHORIZING YOU TO SERVE AS REPRESENTATIVE

You will require credentials from the person, firm or corporation for which you propose to do business, which authorize you to act as its representative.

\$1,000 SURETY BOND

You will require a \$1,000 surety bond running to the City of Urbana. We strongly urge that the attached bond form be used. If a commercial surety is used, the text of the attached bond form must be used. The completed bond form will be reviewed by City Legal staff. Issuance of the license is dependent upon the acceptance of the bond.

LICENSE FEE AND TERM

A license fee of \$50.00 is due prior to issuance of the license. An additional \$10.00 is required for each individual. Checks should be made payable to "The City of Urbana."

This license will be valid for a term of one calendar year from the date of issuance, unless revoked or suspended.

PHOTOGRAPH

Two photographs of the applicant and each individual sponsored by the applicant will be taken by the City. One photo will be affixed to the license and the second will be attached to your application and retained by the City.

NOTARIZED SIGNATURE

Your signature, on page three of the application, must be notarized. If you cannot have your signature notarized, please wait to sign the application until you return it to the City Clerk's Office at which time a City employee (Notary Public) will notarize your signature.

SPONSOR

Please indicate whether you intend to sponsor any other individual(s) under this application and license. If you will serve as sponsor, complete and attach the "Sponsorship Sheet."

VEHICLE

Please indicate whether motor vehicles will be used in conjunction with the applicant-licensed activities. If vehicles will be used, complete and attach a "Vehicle Information Sheet."

PROCESSING

Following receipt of the completed documents, the bond form will be reviewed by Legal Staff to ensure compliance with all appropriate laws and background verifications checks will be conducted. You will be contacted by the City Clerk's Office regarding scheduling a time for your photograph. If your submitted application is complete and in order, your license will be issued in about seven working days.

City Clerk's Office – (217) 384-2362